
PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Park County Commission

Current Classification:

Pay Grade: 9

Title: Administrative Assistant I

Non-Exempt

II. ASSIGNED DUTIES AND TASKS

Position overview:

The position is responsible for performing a wide variety of administrative support functions for the County Commissioners, Collections, Transfer, Landfill, Clerk of Court, and Human Resource Department

Each duty listed below makes up at least 20% of the job, and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Job duties are not all inclusive and subject to change.

A. COMMISSION

1. Greet public, in person or by telephone, assess needs and refer them to appropriate person, agency or department.
2. Maintain daily journal of Commissioner activities, including logging and distributing of emails, USPS mail, and drop off correspondence as necessary.
3. Maintain schedule and appointments for Commissioners.
4. Properly route "Public Request for Information" applications.
5. Prepare, post, and update agendas on bulletin board, white board, and internet.
6. Record meetings pursuant to Montana Code.
7. Be alert and advise Commission Chair about important items which need immediate attention
8. File paperwork and put message into proper inboxes
9. Implement and develop filing system to meet needs of commissioners.
10. See that paperwork/documents go through appropriate process or channels for signatures, recording, and filing.
11. Maintaining of documents by filing in proper places and the proper disposal of documents according to retention schedule.

12. Take reservations, according to policy, for Community and West rooms...or offer other options.
13. Open doors for employees locked out or service people (Soda, Northwestern Energy, Industrial Towel, etc.)

B. ALL OTHER DEPARTMENTS

1. Help departments on research, filing, and preserving of historical documents.
2. Cover shifts as needed for departments for employees on vacation, sick calls, and seasonal coverage.

D. OTHER DUTIES AS ASSIGNED

1. Perform a variety of other duties as assigned by the Commission.

III. KNOWLEDGE

Must have knowledge of workings of executive office procedures, be able to multi-task and work in a fast paced office environment with many interruptions. Must be detail oriented, able to prioritize, and an independent thinker.

Education and Experience

High School diploma or GED with experience at least two years full time secretarial or administrative experience with includes word processing record keeping, and receptionist duties or an equivalent combination of relevant experience and or education.

Must have knowledge of computer programs, office equipment (copiers, scanners, printers, fax machines, calculator, and bindery machine), some electronic equipment, telephone equipment.

IV. ACCOUNTABILITY

Work requires the interpretation and application of policy and procedures of the Park County Commission Office. Actions and services provided have a direct impact on the Park County as a whole. Work is covered by established guidelines, and policy manuals are available.

V. CONFIDENTIALLY

I acknowledge the confidential nature of non-public information regarding our employees and elected officials. Consistent with applicable policies and guidelines, I will respect and safeguard the privacy of employees, elected officials, and Park County and the confidential nature of information. Without limiting the general nature of this commitment, I will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling my job responsibilities. I understand that in this context, confidential information is considered to be all non-public information that can be personally associated with an individual.

If in the course of executing my job responsibilities, I accidentally access information that others might consider inappropriate for me to access. I will notify my supervisor of the date and time of the access so that if a question arises at a later time, it will be understood that the access was accidental. I will not disseminate any such information without proper authorization.

VI. INDEPENDENCE OF ACTION

The position exercises a high level of independent responsibility in performing job responsibilities. The Commission develops work objectives jointly with the person in this position, and position is responsible for planning and organizing the work, and determining methods and approaches.

VII. PERSONAL CONTACTS

This position has contacts with other county personnel, elected officials, department heads, vendors, and members of the public to exchange information, and coordinate activities. This position interprets, clarifies, or explains policy and procedures of public meetings, public information requests, and other information in order to be responsive to questions and inquiries.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is primarily performed in a normal office environment, involving physical demands associated with working on a computer, communicating over the phone and in person, and some light lifting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
